Sage Quickpay

Payroll Year End

2014 User Guide

This guide covers the Payroll Year End 2014 process.

You can read it onscreen or print it out.

For additional PYE advice, select the **Tax Year End – F.A.Qs** menu option.

Important note for Windows XP users

Microsoft no longer provide technical support or security updates for Windows XP and they recommend you upgrade your system.

To protect your security and data, this is the **last version** of Sage Quickpay that will work with Windows XP.

What should I do?

- You can still install and use this version of Sage Quickpay as normal.
- Microsoft recommend you upgrade to Windows 7 or Windows 8 as soon as possible.
- You won't be able to use future versions of Sage Quickpay, unless you upgrade your system.

To check your current version of Windows:

1. Press the Windows key + R
2. Type **Winver**
3. Click Enter.

For assistance with moving your Sage software from Windows XP, please click here.

News Feeds

Use Quickpay's 'News Feeds' feature to make sure you stay up to date with the latest Quickpay information.

To enable news feeds:

1. Click the **Read News Feeds** button on your Quickpay desktop.
2. The News Feeds page opens. Click the **Configure Feed** button.
3. The Feed Configuration window opens. Select the **Enabled** checkbox.
4. Click **OK** to save your settings.

(You can also subscribe to Sage news feeds through your Internet browser.)

Video Tutorials

The Sage web site provides a set of video tutorials that go through the steps involved in the Payroll Year End process.

1. Visit https://my.sage.co.uk/ireland/support/payroll/payroll-year-end-video-tutorials.aspx
2. Log in using your My Sage login details.

> **Note:** If you don't already have a login, you can create one from the main page. Simply click Create a Sage login and follow the instructions. For more information, please click here.

Payroll Year End 2014 Checklist

(This checklist is also available as a separate printable document. Select the **Tax Year End – View Checklist** menu option.)

Part 1: Running the Payroll Year End 2014 Update	Done?
Step 1: Register with ROS (the Revenue Online Service) on page 6	❑
Step 2: Back up your Payroll System on page 7	❑
Step 3: Download and Install the PYE Update on page 8 Do this as soon as the update is available. The update also contains all the payroll changes announced in Budget 2015.	❑
Step 4: Validate your Data on page 10	❑
Part 2: Completing 2014 Processing	**Done?**
Step 1: Process the final pay period(s) on page 12	❑
Step 2: Check the Company Details on page 13	❑
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Step 4: Compare the Control Summary and the P30/CC124 on page 15	❑
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Part 3: Payroll Year End Procedures	**Done?**
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Part 4: Start of Tax Year 2015	**Done?**
Step 1: Create Tax Year 2015 on page 26	❑
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Step 4: Tax Credit Import (P2C File) on page 29	❑
Step 5: Enable CSO Reporting on page 31	❑
Part 5: Accounting/Financial Year End	**Done?**
Step 1: Clear Down Voluntary Deductions on page 32 (Optional, depending on when your Financial or Deduction Year ends.)	❑

*** Steps marked with an asterisk can be deferred, but are subject to the Revenue Commissioners' submission deadline of 15th February 2015.**

If you use ROS both to submit your return and pay the associated payment, you can avail of an extended deadline: 23rd February 2015.

PYE Part 1: Installing the Payroll Year End 2014 Update

CARRY OUT THESE STEPS IMMEDIATELY

- **Step 1**: Register with the Revenue Online Service (ROS)
- **Step 2**: Take a Full System Backup
- **Step 3**: Download and Install the PYE Update

  Install the PYE Update as soon as it is available. You don't need to wait until the final pay period of 2014. This update also contains all necessary Budget 2015 changes. This year there's no need for a separate Budget Update.
- **Step 4**: Validate Your Data

Step 1: Register with ROS (Revenue Online Service)

If you have not already done so, register with the Revenue Online Service (ROS) at: **www.ros.ie**

Part of the PYE process is to **generate the P35 to ROS file**. You won't be able to do this unless you are already a ROS customer.

It can sometimes take a few weeks to complete the registration process, so you should register with ROS as soon as possible.

The ROS technical helpdesk phone number is 1890 201 106. From outside the Republic of Ireland, call +353 1 702 3021. Alternatively, you can email roshelp@revenue.ie

For more information about registering with ROS, open the help system by selecting the **Tax Year End – FAQs** menu option. Then search for 'P35' in the Search pane.

Step 2: Back up your Payroll System

It's very important to back up your payroll system at this stage.

Having a backup means you can recover lost information in the event of a system failure.

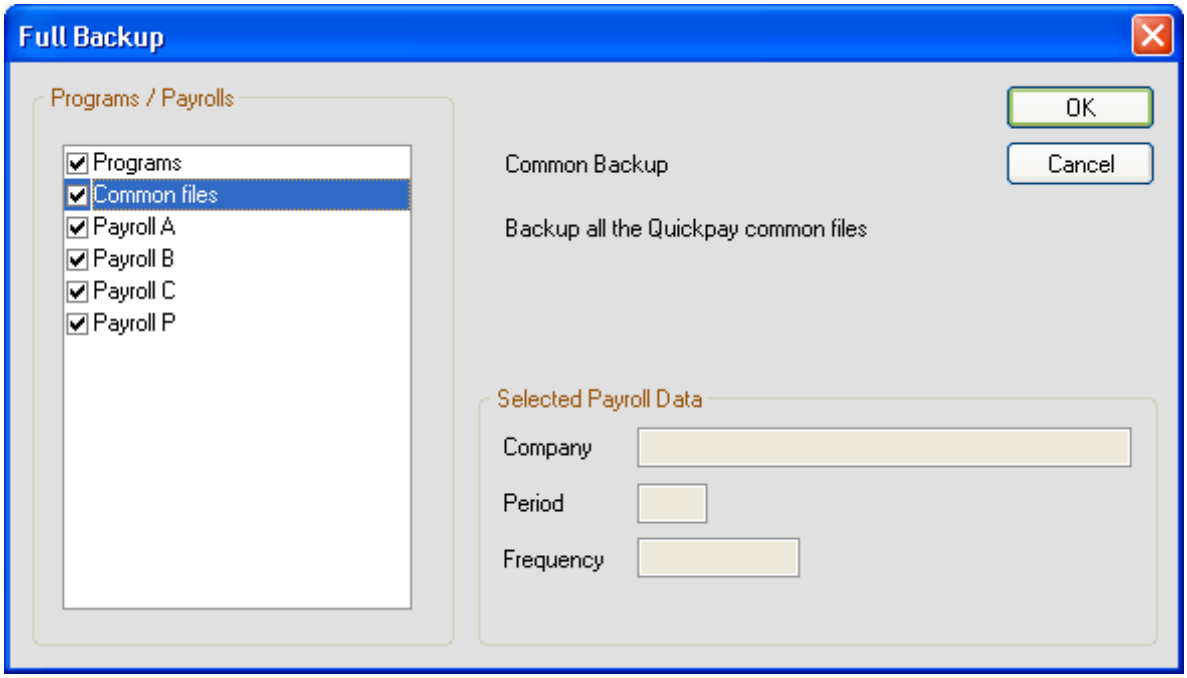
Also, the Revenue Commissioners require employers to retain payroll records for **six full tax years**.

1. Launch Quickpay and log into a payroll.
2. Select the **Miscellaneous - Backup** menu option.
3. Select the **Full System Backup** option.
4. Specify a reliable backup storage location.

   The best choice is usually a **network drive or a memory stick**.

   Create a separate folder for each backup. Give the folder an informative name, such as *Full Sys Backup PYE 2014*. Avoid overwriting previous backups.

   The backup may need 50MB of memory or more.
5. Click **OK**.
6. In the Full Backup window, select the **Program** and **Common Files** checkboxes.
7. Select all valid and active payrolls.



8. Click **OK**.
9. A confirmation message displays. Click **OK** to close this message.
10. Open the backup location, and confirm that the files called *PAYBACK.001*, *PAYBACK.CRC*, and *PAYBACK.CTL* were created. These are your new backup files.

Note: The backup files open only within Quickpay. You can't open a backup from the folder in which it is saved.

Step 3: Download and Install the Payroll Year End Update

The PYE 2014 update makes your payroll system ready for PYE 2014 tasks, and also includes all the relevant Budget 2015 changes.

So there's **no need for a separate Budget Update** to your software this year.

This is the only update your payroll software needs to begin 2015 payroll.

THE PYE 2014 UPDATE IS AVAILABLE AS A DOWNLOAD ONLY.

DOWNLOAD AND INSTALL IT AS SOON AS IT IS AVAILABLE. DON'T WAIT UNTIL THE FINAL PAY PERIOD OF 2014.

YOU CAN USE:

- **AUTO-UPDATES (recommended)**

  Make sure you have enabled the Auto-Update feature (see below).

  (You can also set this feature so that updates are downloaded and installed automatically.)

- **THE SAGE WEBSITE**

  If you want to download the update manually:

  1. Visit www.mysage.ie and log in using your My Sage login details.

     If you don't already have a login, you can create one from the main page. Simply click Create a Sage login and follow the instructions. For more information, please click here.

  2. When successfully logged in, select Support > Download software and updates.

  3. Follow the on screen instructions.

Enabling Auto-Updates

Make sure the Automatic Software Updates feature is enabled.

This will ensure that you get the PYE 2014 update as soon as it's available.

1. Select the **Tools – Internet Options** menu option.
2. In the **Software Updates** tab, select one of the **Automatic** checkboxes.

   We recommend the option called **Check and download Sage software updates and automatically install them when I exit**.
3. Click **OK**.

You have activated the Automatic Software Updates feature.

Downloading and Installing the PYE Update

Note: Installing the update does **not** affect your payroll data.

1. Check the version in the top left-hand corner of the window. Your current version of Quickpay should be v14.0 or higher.

   You may need administrator rights on your computer to install the update. If you are unsure about this, contact your IT person.

2. When the Auto Updates feature notifies you that the PYE 2014 Update is available to download and install, make sure all Sage products are closed, and then click **Yes**.
3. The Welcome screen opens. Click **Next**.
4. Accept the licence agreement by selecting **I Agree**. Then click **Next**.
5. Select the type of installation you require. The installer explains the difference between the two options:
   - **Full**
   - **Client** (You must run the client installation for each computer that accesses Quickpay on the network.)
7. Click **Next**.
8. Verify the installation location and click **Next**.
9. Click **Next** to confirm that you want to go ahead with the installation.
10. Click **Yes** to add shortcuts to your desktop.
11. When the update process is complete, click **Finish**.

    Note: You may also be prompted to install the latest Adobe Acrobat Reader (if it is not already installed).
12. Click the Windows **Start** button.
13. Launch Quickpay and log into each of your payrolls in turn.
14. **Quickpay should now be at Version 14.2.** Check the top left-hand corner of the program window to confirm this.

    Note: You'll also have a new shortcut to Quickpay 2015, which is version 15.0.

Important note for Windows XP users

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To protect your security and data, this is the **last version** of Sage Quickpay that will work with Windows XP.

What should I do?

- You can still use this version of Sage Quickpay as normal.
- Microsoft recommend you upgrade to Windows 7 or Windows 8 as soon as possible.
- You won't be able to use future versions of Sage Quickpay, unless you upgrade your system.

For assistance with moving your Sage software from Windows XP, please click here.

Step 4: Validate your Data

The Data Validator utility helps you to ensure that your data is correct and complete.

You can use the utility at any time during the tax year to check your payroll data for errors.

It's particularly useful when you are preparing for PYE tasks.

Carry out the following steps in every payroll you use:

1. Select the **Reports - Validate Payroll Data** menu option.
2. The Data Validator scans the payroll data of the current payroll.

   When the scan is complete, a report shows detailed information about any detected errors, and provides guidance on how to fix the errors.
3. Follow the suggested resolutions to correct any outstanding errors.
4. Run the Data Validator again.

When the Data Validator detects no errors, you are ready to move on to the next step.

Gross Deductions without Pension Links

Any deduction related to a pension or similar scheme must have an appropriate 'Pension Link' attached to it. This is to ensure that your P35 to ROS submission contains the correct pension information.

(For more information, select the **Tax Year End - FAQs** menu option, and open the 'Pensions at Payroll Year End' topics.)

The Data Validator will list any gross deduction that is not associated with a pension link.

If any of these gross deductions is a pension deduction, contact Support for further advice.

Otherwise, you can ignore the message.

PYE Part 2: Completing 2014 Payroll Processing

For each payroll, you need to complete 2014 payroll processing. To do this, carry out the following steps:

Step 1: Process the final pay period(s)

Step 2: Check the Company/Payroll Details screen

Step 3: Check the employee records

Step 4: Compare the Control Summary and the P30/CC124

Step 5: Print the Tax Deduction Cards

Step 1: Process the final pay period(s)

Process the remaining pay period(s) of 2014 in the normal way.

Extra Pay Periods

Normally the last pay period of the year is Week 52, Fortnight 26, etc. But in some years there may be an extra pay period. This depends on the date of the first pay period.

This year there will be an extra pay period for Weekly and Fortnightly payrolls if the company's first pay date was January 1, 2014.

For more information about extra pay periods, select the **Tax Year End – FAQs** menu option. Then open the 'Extra Pay Period' help topic.

Automatic Recalculation of PRD Amounts

If an employee who is subject to the Pension-Related Deduction (PRD) has been in continuous employment in the 2014 tax year, the system automatically recalculates the employee's PRD values.

If the employee took unpaid leave during 2014…

Unpaid leave does not affect the employee's continuous employment status.

So an employee due a recalculation may not reach 52 insurable weeks during the year.

In this case you have to manually mark the employee for a PRD recalculation in the final pay period of the year.

Refunds Arising from the PRD Recalculation

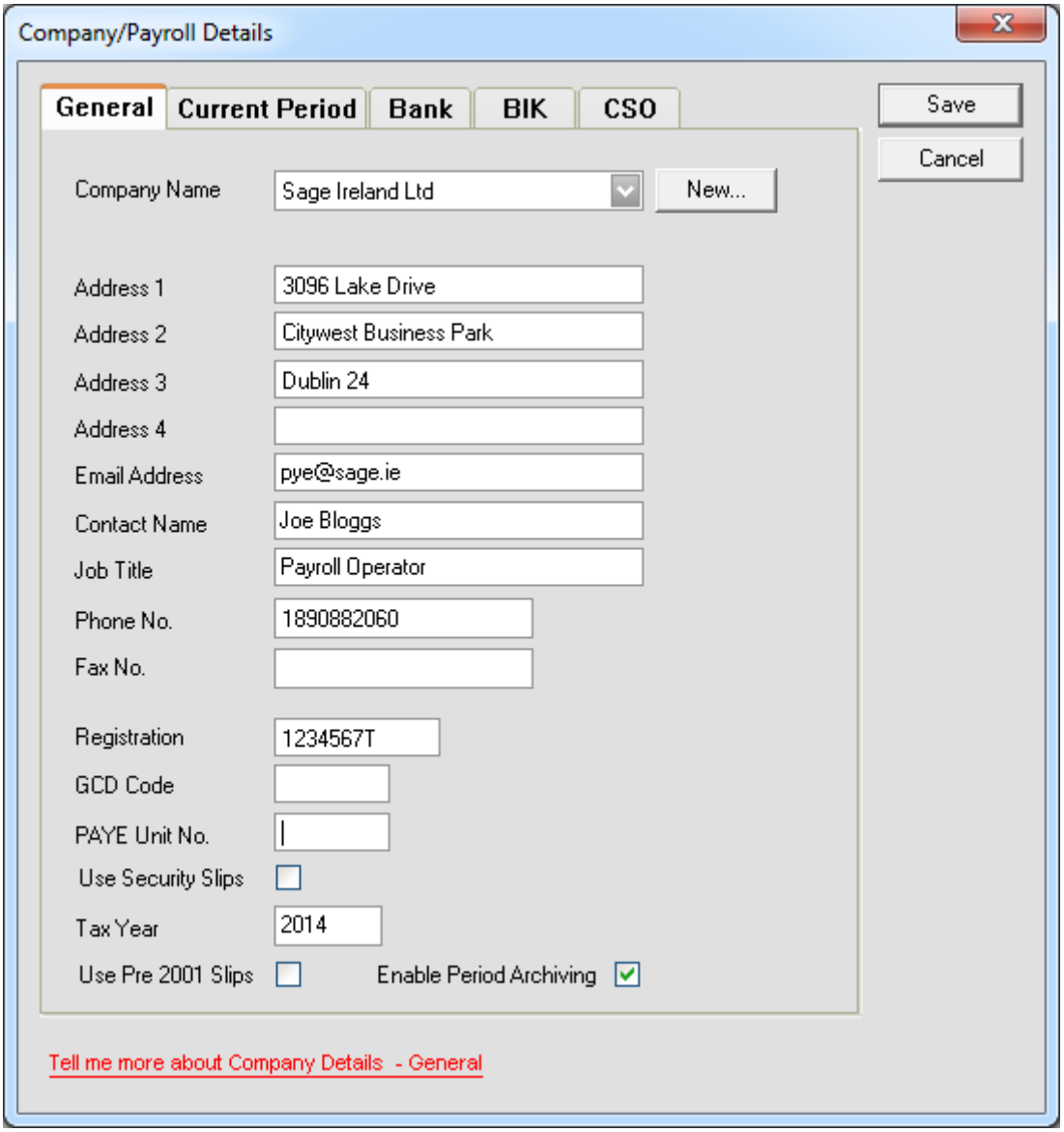
If the employee is entitled to a refund arising from any of these recalculations, it is added to the employee's final payslip along with an explanatory note.

For more information, select the **Tax Year End – FAQs** menu option, and then open the 'PRD Recalculation' help topic.

Step 2: Check the Company Details

You need to ensure that your Company Details information is correct.

1. Select the **Company/Payroll Setup – Company/Payroll Details** menu option.
2. The Company/Payroll Details window opens. Check that all the information is correct and complete. Important details include:
   - Tax Registration Number
   - Contact Details (Make sure phone and fax numbers contain no spaces or dashes, and that there are no special characters in the company address.)
   - Tax Year



Step 3: Check Employee Records

Check the employee records in each payroll.

1. Select the **Processing - Employee Details** menu option.
2. Check the tabs in each employee details record, making sure all relevant information has been entered.

PPS Number, Date of Birth and Home Address

Every employee record should have a valid PPS Number. In the absence of a PPS number, the Date of Birth **and** Home Address must be specified. This is to enable the system to match any 'duplicate' employee records correctly when you are creating the P35 ROS submission.

Also, the P35 ROS submission will be rejected by the Revenue Commissioners unless all employees have either a PPS Number or a Date of Birth and Address.

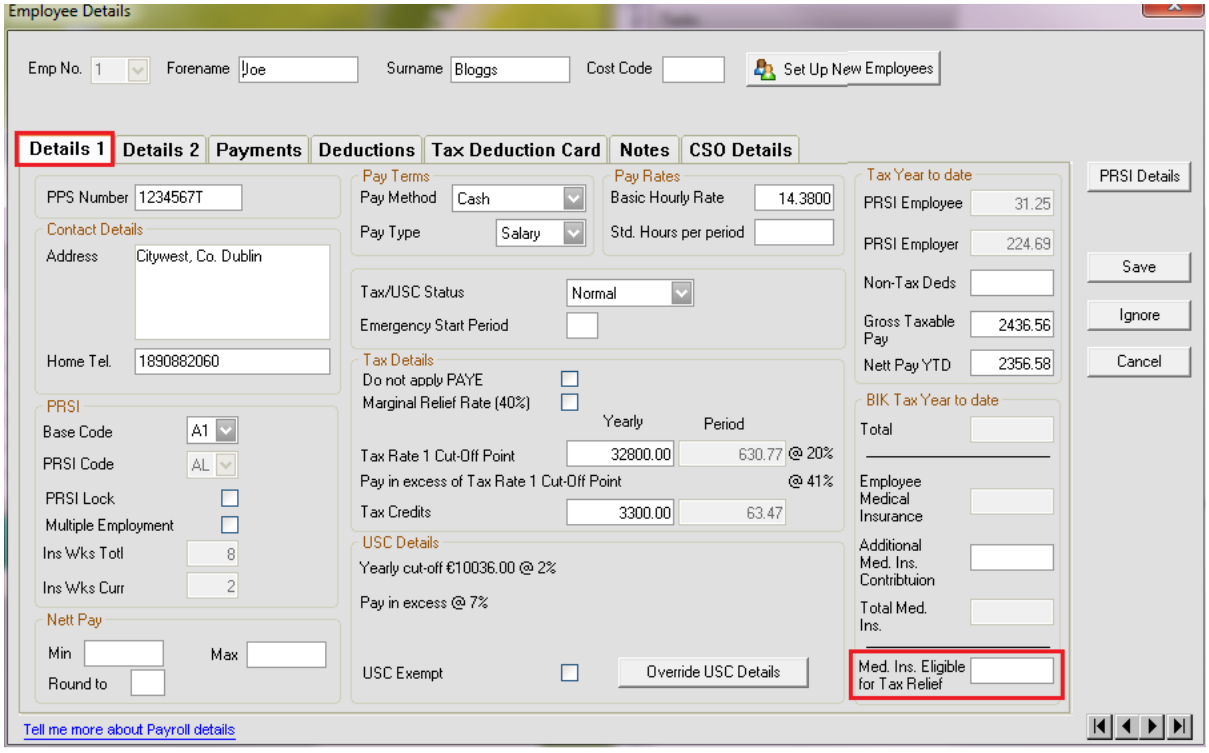
Finish Period/Date

Every leaver should have a Finish Period **and** a Finish Date.

Medical Insurance BIK

In circumstances where you're paying medical insurance premiums on behalf of an employee, you're required to document the portions of these premiums that are eligible for tax relief on your P35 year end submission.

The medical insurance provider will give you these amounts for each employee. You must then input the amounts into the employee details record before creating the P35 to ROS submission file.



1. Details 1 > BIK Tax Year to date > **Med. Ins. Eligible for Tax Relief**.
2. Enter the amount > Save > Cancel.
3. Repeat the steps above for each relevant employee.

For further information, refer to www.revenue.ie/en/tax/it/leaflets/changes-medical-insurance-relief-info-for-employers.pdf

Step 4: Compare Control Summary and P30/CC124

Now you need to compare totals in the Control Summary and P30/CC124 reports.

1. Select the **Reports - Reports and Payslips** menu option.
2. Select **Control Summary**.
3. Click **Print Report**.

   The Control Summary prints.
4. Select **P30/CC124**.
5. Click **Print Report**.

   The P30/CC124 prints.
6. Compare the information on these reports as follows:

   Make sure that the Control Summary values listed below match the corresponding P30/CC124 values.

Control Summary (AUDIT BALANCES)	P30/CC124
C/Fwd This Employment Tax	PAYE (Year)
C/Fwd This Empl'mt Total PRSI EE + Total PRSI ER	PRSI (Year)
C/Fwd This Empl'mt UNIVERSAL SOCIAL CHARGE	USC (Year)

(See the example on the next page.)

Example

Control Summary (Audit Balances section):

AUDIT BALANCES

< TITLE >	<TAXABLE PAY>	< TAX>	<PRSI 'EE>	<PRSI 'ER>
BROUGHT FORWARD	78330.78	9612.40	1573.22	5679.96
NEW STARTERS				
THIS PERIOD	7120.98	873.85	143.02	516.36
C/FWD PREV EMPLOYMENT				
C/FWD THIS EMPLOYMENT	85451.76	10486.25	1716.24	6196.32
C/FWD TOTAL	85451.76	10486.25	1716.24	6196.32

Report printed at 14:00 on 10/10/2014 (B)

Sage Ireland Ltd

Ver : 14.10 Page : 02

Date: 31/12/14 CONTROL SUMMARY REPORT Period No: M-12

AUDIT BALANCES

< TITLE >	<GROSS INCOME>	<UNIVERSAL SOCIAL CHARGE>
BROUGHT FORWARD	78330.78	2366.37
NEW STARTERS		
THIS PERIOD	7120.98	215.13
C/FWD PREV EMPLOYMENT		
C/FWD THIS EMPLOYMENT	85451.76	2581.50
C/FWD TOTAL	85451.76	2581.50

P30/CC124:

Month	PAYE	USC	LPT	PRSI	TOTAL
Jan	873.85	215.12		659.38	1748.35
Feb	873.87	215.13		659.38	1748.38
Mar	873.85	215.12		659.38	1748.35
Apr	873.85	215.13		659.38	1748.36
May	873.85	215.11		659.38	1748.34
June	873.87	215.14		659.38	1748.39
July	873.85	215.12		659.38	1748.35
Aug	873.84	215.13		659.38	1748.35
Sept	873.86	215.13		659.38	1748.37
Oct	873.86	215.12		659.38	1748.36
Nov	873.85	215.12		659.38	1748.35
Dec	873.85	215.13		659.38	1748.36
Year	10486.25	2581.50		7912.56	20980.31

Step 5: Print Tax Deduction Cards

You need to print tax deduction cards for all employees.

1. Select the **Reports - Reports and Payslips** menu option.
2. Select the **Tax Deduction Card** radio button.

> We recommend that you print this report in Landscape format.
>
> 1. Click **Printer Setup**.
> 2. Select **Landscape**.
> 3. Click **OK**.

3. Click **Print Report**.
4. The tax deduction cards print out. Confirm that each tax deduction card is complete and correct.

   Bear in mind that there may be valid reasons why an entry is missing, such as an employee being on holiday, or an employee not being paid in a particular pay period.

   If the Tax Deduction Card is incomplete or incorrect, resolve any outstanding issues before you generate P60s or create your P35.

   If you need more information about this, contact your support provider.
5. Keep the Tax Deduction Cards in your records.

PYE Part 3: Payroll Year End Procedures

This part of the PYE process involves printing 2014 statutory reports for the Revenue Commissioners.

Part 3 has the following steps, which you carry out in **Quickpay 2014**:

- **Step 1**: Validate your Data
- **Step 2**: Back up payroll data
- **Step 3**: *Generate the P35 to ROS report
- **Step 4**: *Generate P60s and other Employee PYE Reports

* The steps marked with an asterisk can be deferred for now, but must be completed before the Revenue Commissioners' submission deadline of **15th February 2015**.

Or if you use ROS both to submit your return and pay the associated payment, you can avail of an extended deadline: **23rd February 2015**.

Step 1: Validate your Data

Now is a good time to validate the data in all your payrolls again.

1. Select the **Reports - Validate Payroll Data** menu option.
2. The Data Validator scans the data in the current payroll.
3. When the scan is complete, a report shows detailed information about any errors the Data Validator detected. It also provides information about how to fix the errors.
4. Follow the suggested resolutions to correct the errors.
5. Run the Data Validator again.

When the Data Validator detects no errors, you are ready to move on to the next step.

Gross Deductions without Pension Links

Any deduction related to a pension or similar scheme must have an appropriate 'Pension Link' attached to it. This is to ensure that your P35 to ROS submission contains the correct pension information.

(For more information, select the **Tax Year End - FAQs** menu option, and open **Pensions at Payroll Year End**.

The Data Validator will list any gross deduction that is not associated with a pension link.

If any of these gross deductions is a pension deduction, contact Support for further advice.

Otherwise, you can ignore the message.

Step 2: Back Up Payroll Data

In Part 1, Step 2: Taking a Full System Backup, you backed up your entire payroll system.

Now you must take another backup.

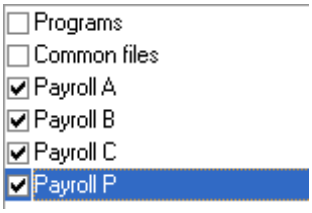
This protects you against system failure or error, because it enables you to recover your payroll data by restoring a version whose data has been validated and is ready for PYE reports to be printed.

1. Select the **Miscellaneous - Backup** menu option.
2. In the Backup window, the **Payroll Data Only** option is selected by default.

   If you are backing up just one payroll, leave this selected.

   If you want to back up multiple payrolls, select **Full System Backup**.

   (There's no need to back up 'Programs' or 'Common Files' at this stage.)
3. Specify a backup storage location. Use a reliable storage medium for your backup, such as a network location or a memory stick. Create a separate folder for each backup. Give the folder an informative name.
4. Select the payrolls you want to back up.



5. Click **OK**.

   Note: If a backup already exists at the specified location, a warning is displayed.
6. Click **OK**.

You have created the backup.

Note: The backup files open only within Quickpay. You can't open a backup from the folder in which it is saved.

Step 3: Generate the P35 to ROS File

Now you need to generate a P35 file for the Revenue Online Service (ROS) and submit it on the ROS website: http://www.ros.ie

(There's no need to carry out this step if an accountant is preparing the P35 for the company.)

> **Remember: You must be a registered ROS customer to make the submission.**
>
> The full set of official Revenue Commissioners P35 documentation is at this location:
>
> http://www.revenue.ie/en/business/paye/p35/faq-p35.html

1. Select the **Tax Year End - Tax Year End Reports** menu option.
2. Select the **P35 Returns via ROS** radio button.
3. Click **Create**.
4. The system will inform you at this stage if there are payroll data discrepancies. You'll need to deal with these before proceeding.
5. The 'Include/Exclude Payrolls' window may open.

   If you have more than one payroll with the same Tax Registration Number, these are listed. By default, all are included in the report. However, you can deselect any payroll you want to exclude.

   For example, if one of your payrolls contains dummy data, you should exclude it.
6. Click **OK**.
7. The Merge Duplicate Employees window opens if the system detects any 'duplicate' employee records. The window lists the duplicate records.

   For more detailed information about duplicate employee records, open the help system by selecting **Tax Year End – FAQs**. Then read the 'P35 FAQs' topics in the Payroll Year End Reports section.

   Where possible, the system will automatically merge the duplicates when it generates the P35 Return. Select the acknowledgement checkbox, and then click **Merge and Continue**.

   (There may be cases in which the system can't automatically merge the details. These cases will be highlighted.)
8. The P35 Return Type screen opens. Select one of the following:
   - **Original**: If you have not already submitted your 2014 P35 return.
   - **Amended**: If you have already submitted your 2014 P35 return, but some employee details have subsequently changed.
   - **Supplementary**: If you want to submit an addition to your P35 return, having omitted employee data on the original.
9. If some employees are not required on the P35 return, click **Select Employees** and manually specify the employees to be excluded.
10. If there is an extra pay period in this tax year, select the **Extra Pay Period** checkbox.

    (This checkbox is available only in weekly, fortnightly and four-weekly payrolls.)

    For more information about extra pay periods, open the help system by selecting **Tax Year End – FAQs** menu option, and then read the 'Extra Pay Period' topic.
11. Click **Proceed**.
12. If the system detects any errors at this stage, the ROS P35 Data Evaluation Report opens.

    You must resolve any listed errors before you can create the P35 return.
13. When you proceed, the P35 Pension Adjustments window opens.

    Totals for company pensions and similar schemes are displayed in this window.

You can adjust the displayed amounts to include non-payroll pension amounts.

Generally, this involves pension and similar amounts paid outside normal payroll processing.

14. Click **Proceed** when you are ready to continue.

    For more information about pension adjustments, open the help system by selecting **Tax Year End – FAQs**. The open 'Pensions at Payroll Year End'.

15. The Save As screen opens.

    Decide where you want to save the P35 file. The default location is the **2014\ROS\P35** subfolder in your Quickpay program folder. Specify a different location if you wish.

16. Click **Save**.

17. An acknowledgement window opens. Click **OK**.

18. The Report Preview window opens. This lists information about all the employees in the P35 return. Print this report and keep it in your records.

19. Use the table below to check the totals in the Report Preview against the corresponding Control Summary totals.

Control Summary (AUDIT BALANCES)	P35 Report Preview (Summary Section)
C/Fwd This Employment Taxable Pay	Total Pay
C/Fwd This Employment Tax Paid	Total Tax
C/Fwd This Empl'mt PRSI E'e and PRSI E'r	Total PRSI
C/Fwd This Empl'mt UNIVERSAL SOCIAL CHARGE	Total USC

Note 1: The Control Summary covers the payroll you are logged into only. So if the P35 covers more than one payroll, compare the Report Preview to the **sums** of the corresponding Control Summary totals.

Note 2: It's also a good idea to compare the **Total LPT** value in the P35 Report Preview with the **LPT Year** total in the P30/CC124.

20. Follow the instructions at www.ros.ie to submit your P35 to ROS file to the Revenue Commissioners.

    Note: The file you need to submit has the extension **.P35**. Another file with a **.MON** extension is also created. Do not submit this file.

For more information about the P35 to ROS submission, open the help system by selecting **Tax Year End – FAQs** and search for the 'P35 FAQs' topic.

Example

Control Summary (Audit Balances section):

AUDIT BALANCES

< TITLE >	<TAXABLE PAY>	< TAX>	<PRSI 'EE>	<PRSI 'ER>
BROUGHT FORWARD	78330.78	9612.40	1573.22	5679.96
NEW STARTERS				
THIS PERIOD	7120.98	873.85	143.02	516.36
C/FWD PREV EMPLOYMENT				
C/FWD THIS EMPLOYMENT	85451.76	10486.25	1716.24	6196.32
C/FWD TOTAL	85451.76	10486.25	1716.24	6196.32

Report printed at 14:00 on 10/10/2014 (B)

Sage Ireland Ltd

Ver : 14.10 Page : 02
Date: 31/12/14 CONTROL SUMMARY REPORT Period No: M-12

AUDIT BALANCES

< TITLE >	<GROSS INCOME>	<UNIVERSAL SOCIAL CHARGE>
BROUGHT FORWARD	78330.78	2366.37
NEW STARTERS		
THIS PERIOD	7120.98	215.13
C/FWD PREV EMPLOYMENT		
C/FWD THIS EMPLOYMENT	85451.76	2581.50
C/FWD TOTAL	85451.76	2581.50

P35 Report Preview (Summary section):

SUMMARY

Total Pay	85451.76
Total Tax	10486.25
Total PRSI	7912.56
Total Employee PRSI	1716.24
Total USC	2581.50
Total Taxable Benefits	888.00
Total Illness Benefit	0.00
----------Pension Balances----------	
Tot Employee Pens. Amt.	0.00
Tot Employer Pens. Amt.	0.00

Step 4: Generate P60s and Other Employee PYE Reports

You must generate the following reports for each employee who is still in your employment at the end of 2014:

- P60
- PRD 60 - For employees who are subject to the Pension-Related Deduction (PRD), which applies to certain public sector organisations.

1. Select **Tax Year End - Tax Year End Reports**.
2. The Tax Year End Reports window opens. Select a P60 report option.

> You can produce P60s in either English or Irish.
>
> If the application detects any errors in your payroll data, they will be listed onscreen when you try to create the P60. You must correct all errors before you can create the report.
>
> For more information, open the help system by selecting **Tax Year End – FAQs**, and then read about P60s in the Tax Year End Reports section.

3. Click **Print**. You can also **Preview** a report.

The reports are printed. One copy is printed per employee.

> As per Revenue instructions, if your employee's start date is in the current tax year, the date of commencement of employment field on their P60 will populate.
>
> However, if your employee's start date is for a previous tax year, the date of commencement of employment field on their P60 **will be blank** as per the Revenue's P60 guidelines.
>
> For more information on these guidelines, please contact the Revenue Commissioners directly.

PRD35 Report

The Pension-Related Deduction (PRD), also known as the 'Pension Levy', is a gross deduction for certain public sector organisations.

You must generate a PRD35 report for the whole payroll, if employees in the payroll are subject to the PRD.

1. Select **Tax Year End - Tax Year End Reports**.
2. The Tax Year End Reports window opens. Select **PRD 35**.
3. Click **Print**.

The PRD 35 report is generated for this payroll. Submit this to the Accounting Office of the parent Department.

> **Note**: When you print a P60 for an employee who's subject to the Pension-Related Deduction, Quickpay will automatically generate the associated PRD 60.
>
> However if for any reason you need to obtain a blank copy of one of these forms, please contact the Revenue Commissioners directly.

PYE Part 4: Tax Year 2015

Part 4 of the Payroll Year End process involves getting Tax Year 2015 ready for payroll processing.

- **Step 1**: Create Tax Year 2015
- **Step 2**: Open Tax Year 2015
- **Step 3**: Setting Period 1 of 2015
- **Step 4**: Tax Credit Import
- **Step 5**: Enable CSO Reporting (Optional)

Changes to payroll legislation announced in Budget 2015

As part of the Government's Budget 2015 announced on 14th October 2014, the following legislation changes come into enforcement from January 1st 2015:

- **Universal Social Charge (USC)**

  The USC rates and thresholds for employees earning over €12,012 have been amended.

  For more information, open the help system by selecting the **Help – Help Topics** menu option. Then search for 'Universal Social Charge (USC)' in the Search pane.

- **PAYE Income Tax**

  An increase of €1000 in the standard rate band of income tax occurs. As a result of this, the emergency tax standard rate cut-off changes from €32,800 to €33,800.

  Also, the higher rate of tax changes from 41% to 40%.

The Payroll year end 2014 update contains all Budget 2015 changes. Once the year end update is installed, all legislation changes are updated automatically in Quickpay 2015.

Step 1: Creating Tax Year 2015

CARRY OUT THIS STEP IN ALL YOUR PAYROLLS

1. Open **Quickpay 2014**.
2. Log into the payroll as normal.
3. To create Tax Year 2015, select the **Tax Year End - Set up 2015 Tax Year** menu option.

   This transfers the required employees into the new year.

   Leavers from 2014 are not transferred.
4. Follow the onscreen instructions.
5. Tax Year 2015 is now initialised. Employee cumulative values for tax year 2014 are cleared.

   You are still in Quickpay 2014. You can continue to work in 2014 if necessary.

Step 2: Opening Tax Year 2015

1. Launch Quickpay 2015.

   You can do this by double-clicking the **Quickpay 2015** desktop shortcut.

   Or you can select **Programs - Quickpay - 2015 - Quickpay** in your Windows **Start** menu.

2. Log into a payroll in the normal way.

You are now working in the 2015 tax year.

Budget 2015 changes have already been applied to your payroll software. This year there's no need for a separate Budget Update.

After logging into Quickpay 2015, you should see '**Budget 2015-compliant**' in the process map's title bar.

The payroll's status is currently blank. This is because you have not set Period 1 of 2015.

Note: Quickpay 2015 should have the version number V15.0 in the top left-hand corner of the window.

Carry out the remaining Part 4 steps in Quickpay 2015.

Step 3: Setting Period 1 of 2015

No need for a Budget 2015 software update

There is no need for a separate Budget Update to your payroll software this year.

All the changes necessary to get your payrolls ready for pay processing in 2015 are contained in the PYE Update, which you installed at the start of the PYE process.

Changing the pay frequency

Before you set the first pay period of the year, you have the option of changing the payroll's Pay Frequency in the Set Period screen. **You can't do this at any other stage during the year.**

1. Before you set the first period of 2015, make sure Auto Timesheets is switched off to ensure that no pay is processed before you import the new P2C file you receive from Revenue. (This import is the next PYE step.)

   To switch off Auto Timesheets:

   i) Open the Company/Payroll Details window's **Current Period** tab.

   ii) Deselect the **Auto Calculation** checkbox.

2. Click the **Set Period** button in the desktop process map to set Period 1 of 2015.

   (You should see 'Budget 2015-compliant' in the process map's title bar.)

3. Check all payroll calculations in Period 1 of 2015 to ensure that the necessary updates have been installed correctly.

   You may have processed Period 1 of 2015 for some employees before they left in December for the Christmas break.

Step 4: Tax Credit Import (P2C File)

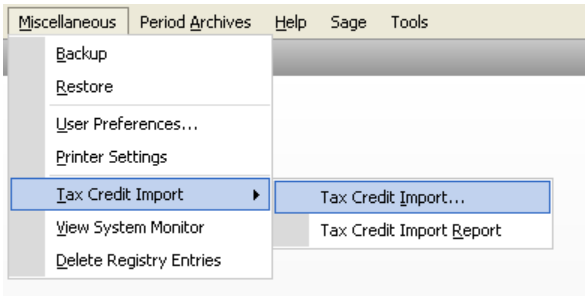
If you are registered with ROS, you can obtain your 2015 Tax Credit File (also known as the 'P2C file') at the ROS web site: https://www.ros.ie/login.jsp

This contains the information you need about 2015 employee tax credits and the Standard Rate Cut-Off Point. It also includes each employee's USC status and USC rate cut-offs. And for relevant employees it contains Local Property Tax (LPT) information.

It's best to do the Tax Credit Import when Quickpay's status is **Start of Period**, with no timesheets saved.

> If the file isn't available at the beginning of Tax Year 2015, don't worry. Simply continue to process payroll as normal until the 2015 file is available.

1. Select the **Miscellaneous - Tax Credit Import - Tax Credit Import** menu option.



2. The Tax Credit Import window opens.

   Specify the location on your computer where you saved the Tax Credit Import (**P2C**) file which you downloaded from the Revenue Commissioners web site.

   The default location is the Quickpay folder, but you can browse to a different location if necessary.

3. Make sure that you have located the correct file by checking the following:
   - The P2C file's name should match the company's Tax Registration Number.
   - The P2C file's tax year should match that of the payroll.
4. Make sure that the pay frequency of the payroll matches that of the P2C file.
5. Click **Next** to proceed.
6. The Select Tax Credit Record window opens. This lists all the tax credit records in the P2C file.

   Records that seem to have discrepancies are displayed in red. Some of the more common discrepancies are as follows:
   - The inclusion of employees who have left your payroll.
   - The inclusion of employees who have not yet been added to your payroll.
   - The employee's Previous Employment Gross Pay amount exceeds the corresponding value in the Tax Credit Import file.
   - The employee's Previous Employment Tax Paid value exceeds the corresponding value in the Tax Credit Import file.

You can import records that have discrepancies, but doing so risks introducing errors to your payroll system.

So investigate the cause of each discrepancy, and consult with the Revenue Commissioners to clarify any relevant issues.

7. When you have selected all the records you want to import, click **Import Now**.
8. The Import Progress window displays a summary of the import process.

> If you carry out this step before setting period 1 of 2015, you may see a window that gives you the option of cancelling the import.
>
> You can ignore this warning and continue.

9. You can also generate a more detailed report by clicking the **Print Tax Credit Import Report** button.

   Specify which sections of the report you want to print, and whether you want to generate a detailed or a summary report.
10. Spot-check a few Employee Details records to confirm that the tax credit information has been updated correctly.

Manual Tax Credit Update

Sage strongly recommends that you follow the procedure above to update tax credits.

However, you can also update employee tax credits manually if you have received your employees' new tax credits from the Revenue Commissioners.

1. Select the **Processing - Employee Details** menu option, and then open the relevant employee record.
2. Open the **Details 1** tab, and then enter the **yearly** Tax Credit value and **yearly** Std Cut-Off value (Standard Rate Cut-Off). If these fields are greyed out, a timesheet has been saved for the employee in this period. You can either:
   - Delete the timesheet, enter the new tax credit and standard rate cut-off details, and then re-save the timesheet.
   - Enter the new tax credit and standard rate cut-off details after the next period is set.
3. Ensure that the correct Tax/USC Status is specified for the employee. The Tax Status is specified by the Revenue Commissioners.
4. Local Property Tax (LPT) can be added in the employee's **Deductions** tab.
5. Click **Save** when you have updated the employee's information.

Step 5: Enabling CSO Reporting (Optional)

If your company **has been selected for surveying by the Central Statistics Office (CSO)**, and you haven't already enabled the CSO Reporting feature, you'll need to do so now.

CARRY OUT THIS STEP ONLY IF THE COMPANY HAS BEEN SELECTED BY THE CSO.

EHECS Report

The EHECS (Earnings, Hours and Employment Cost Survey) must be returned quarterly by enterprises with 50 or more employees, and by a rotating sample of enterprises with 3 to 49 employees.

NES Report

The NES (National Employment Survey) must be completed annually by enterprises with 250 or more employees, and by a rotating sample of enterprises with 3 to 249 employees.

The following process must be carried out for each payroll in your company.

1. Select the **Company/Payroll Setup – Company/Payroll Details** menu option.
2. Open the **CSO** tab.
3. Select the **Use CSO Reporting Feature** checkbox.
4. Enter the company's CBR number.
5. Click **Save**.

Payments, allowances and employee data

Make sure that all payments, allowances and employee data are set up correctly for CSO Reporting.

CSO categories must be specified for each employee, and hourly payments and allowances must be categorised.

You can find additional information about this in the help system by selecting the **Help - Help Topics** menu option. Search for the 'CSO Reporting' help topic.

PYE Part 5: Accounting/Financial Year End

This involves an **optional** Accounting/Financial Year End task. It can be carried out whenever is appropriate for your company's payrolls (Financial Year End or Deduction Year End).

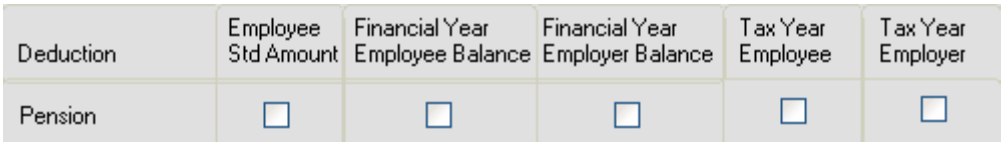
Step 1: Voluntary Deductions Cleardown

This step involves clearing down deductions with incrementing or reducing balances **in Quickpay 2015**.

If you carry out the step right now, it will clear down from the system (set to zero) the specified deduction balances before you process Period 1 of 2015, so that these balances are not carried forward into the new year.

So make sure this is the correct time of the year to do this in your company.

1. Select the **Company/Payroll Setup - Payments/Deductions** menu option.
2. Click **Clear Balances**.
3. The Clear Balances window opens. This contains a list of all the voluntary deductions that are set up in this payroll.



Deduction	Employee Std Amount	Financial Year Employee Balance	Financial Year Employer Balance	Tax Year Employee	Tax Year Employer
Pension	☐	☐	☐	☐	☐

4. Select the values you wish to clear for each deduction:
   - **Employee Std.Amt** (amount deducted each period)
   - **Financial Year Employee Balance** (the employee total of the deduction accumulated since the last clearance)
   - **Financial Year Employer Balance** (the employer total of the deduction accumulated since the last clearance)
   - **Tax Year Employee** (the tax year employee balance)
   - **Tax Year Employer** (the tax year employer balance)
5. Click **OK**.

If you need more information about this step, see the 'Clearing Deduction Balances at Financial Year End' help topic.

PYE 2014 Complete

THIS COMPLETES THE 2014 PAYROLL YEAR END PROCESS.

(This year there's no need for a step involving installing a Budget Update.)

For further information about PYE, visit our web site:

http://www.sage.ie